

Facilities and Course Co-ordination

1. Planning considerations

Type of Presentation - Informational or instructional. Small group activities. Tables and chairs.

Method of Instruction - Interactive Lecture or a Demonstration Practise-student activity-use of visual aids and equipment.

Space - Will there be hands-on activities. Support staff needs. Storage space. Instructor preparation room.

Length - How long is the programme-1 day or several days. Will there be evening work. Will participants be able to tolerate the room for the length of the program.

Times - Set-up and take-down time. When does program start. Do you need Sunday and Saturday. If you use rental equipment, when can it be picked up and returned . What about local or tourist activities.

Cultural - Consider the customs of the participants, including schedule, food and accomodations.

2. Facility

Size - Small hotels give you lots of attention. Large hotels have more capability.

Parking - Downtown locations can have parking problems.

Food - How many alternatives are available. Is food culturally acceptable. Set-down or buffet. Is a meal plan available. What time is breakfast.

Transportation - How far is hotel from airport. Is hotel transportation available. Are buses required.

Sleeping rooms - How many people to a room. Air-conditioned. Would you spend a week in one. Location in hotel.

Environment - Noise and atmosphere. Resort area or commercial area. External noise.

Security - Is it safe for participants. Can you leave your equipment in the rooms. Does facility have security staff.

Type - Hotel, resort, school or government. Hotels cost more but are usually better. A dedicated training centre is the ideal. Government buildings are cheaper but can be poor for training.

Meeting room - Location in building. Proximity to casinos or kitchens. Lighting, electrical system, shape, obstacles, acoustics, distractions.

Availability - Have several possible dates or selection of sites will be limited.

3. Procurement

Use the correct procedures for renting facilities. Different agencies and organisations have different procedures. Check these out before starting.

Schedule - Days and hours, don't forget evenings. Allow for set-up and clean-up. Probably will want to reserve for 24 hours a day.

Numbers - Be sure to include the instructors, support staff and observers.

Tables and chairs -Specify the number, size and set-up. Check out the chairs. Would you sit in one for a week?

Arrangement - Prepare diagrams of layouts to provide to facility. Include everything.

Rentals - Make a list of all of your needs. Then determine what the facility can provide and what you need to rent. The facility may be able to help you with renting.

Refreshments - This can be a real problem. Determine what is served when and who pays. Have a firm agreement with the facility in writing.

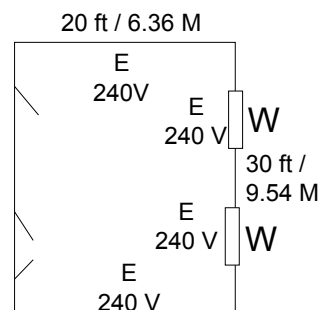
Special needs - Such things as phone lines, handicap access, training aids.

4. Follow up

Know the catering manager or facilities manager. Make regular follow-up contacts as these people change frequently and fail to leave records. Keep records and reaffirm arrangements such as payment process and dates and times.

5. Exercise - Plan for a training session

- Use the Meetings and Facilities Reference Guide.
- 30 participants. (No extras)
- Interactive lecture.
- Participants will have reference materials and workbooks.
- 3 presenters will use transparencies and 35 mm slides.
- Session will last 2 days. 1300 Tues. - 1200 Thurs.
- Workshop will be in a hotel - tables will be 6' x 30"-(1.9 M x 79.5 cm), chairs standard with no arms.



Prepare a room diagram, a list of needs, facility agreement and describe your concerns.